



City of Austin - JOB DESCRIPTION



Assistant City Clerk

FLSA:	Standard/Exempt	EEO Category:	(10) Official/Adm
Class Code:	10745	Salary Grade:	NU9
Approved:	August 22, 2013	Last Revised:	August 23, 2013

Purpose:

Under general direction of the City Clerk, plan, organize and manage the administrative functions of the Office of the City Clerk.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Acts as City Clerk in his/her absence
2. Directs the functions and daily operations of the office
3. Provides staff support to the City Council including attending Council meetings and preparing minutes as required
4. Provides services to voters, petitioners, City departments and political candidates
5. Ensures all activities are carried out in compliance with departmental policy, local, state, and federal regulations and laws governing activities
6. Improves operations and streamlines work processes
7. Manages all human resource activities including employment, employee relations, and benefits.
8. Manages contracts with private vendors
9. Manages the preparation of budgets and forecast requirements and reports, including financial reports and performance measures reports.
10. Manages the citizen recognition, petition validation, lobbyist and liquor licensing processes and the Council approved records program.

Responsibilities - Supervisor and/or Leadership Exercised:

Responsible for the full range of supervisory activities including selection, training, evaluation, counseling, and recommendation for dismissal.

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Knowledge of modern management principles and practices.

Knowledge of federal, state, and city rules and regulations governing unit functions.

Knowledge of federal, state and local laws and city ordinances.

Knowledge of supervisory and managerial techniques and principles.

Knowledge of budgeting methods.

Skill in coordinating various functions.

Skill in managing the activities of personnel engaged in unit functions.

Skill in developing and implementing plans to achieve goals and objectives.

Skill in establishing and maintaining effective working relationships with City Council, City Managers and Department Directors.

Skill in handling conflict and uncertain situations.

Ability to communicate effectively both verbally and in writing.

Minimum Qualifications:

Graduation from an accredited four-year college or university with major course work in a field related to business, public administration or other related field plus five (5) years of experience in management experience.

Licenses and Certifications Required:

Possess or in pursuit of National and/or State Certified Municipal Clerk

Notary Public designation

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.
